



MANATEE SCHOOL OF ARTS AND SCIENCES, INC
3700 32nd Street West
Bradenton, Florida 34205

BOARD OF DIRECTORS

Minutes

16 May 2017

Unapproved (to be approved at August meeting)

OFFICERS:

Randy Clark, President
Mary Hurt, VP/Treasurer
Jim Brand, Secretary

DIRECTORS:

Andy Gregory, Director
***Theresa Nunes, Director/
Parent Liaison***
Damen Walpole, Director

STAFF:

Richard Ramsay, Principal
Linda Brand, Recorder

ABSENT:

Geena Gregory, Teacher Liaison

- 1. Meeting called to order at 3:15 PM on 16 May 2017/President Clark***
- 2. A motion was made by Mr. Gregory; seconded by Ms. Hurt and carried, to accept and approve the Board Minutes for 25 April 2017.***
- 3. FINANCIAL SUMMARY/Ms. Hurt***
 - a. All bank accounts have been satisfactorily reconciled and balanced, and it was noted that there were no capital expenditures/purchases made during the month of April.***
 - b. Net income for the month was \$10,325 with \$5,200 toward the mortgage. Blue Cross/Blue Shield has not cleared as of this date.***
 - c. On 24 April 2017 a transfer of funds in the amount of \$1,170 was made from the Extended Day Program account to the Operating account for the purpose of funding payroll for this program from 11 March to 10 April; and, on 15 May 2017, \$1,890 was transferred to the Operating account to provide payroll for the period 11 April to 10 May 2017.***

- d. It was noted that there were no transfers made from the Fundraising account to the Operating account.*
- e. A motion was made by Ms. Hurt; seconded by Mrs. Nunes and carried, to accept and approve the Treasurer's Report as presented.*

4. PRINCIPAL'S REPORT/Mr. Ramsay

- a. Student Count: 143*
- b. Mrs. Brand and Mr. Ramsay have concluded meetings with parents of children who have excessive attendance issues. Letters of "Revocation of Enrollment" have been prepared and those families affected have been properly notified in order for them to prepare in advance as to where they will enroll their children.*
- c. It was noted that Mr. Brand and Mr. Ramsay will prepare an MSAS Policy with strict guidelines regarding exactly how attendance issues will be formally handled. Although the Student Code of Conduct and the Parent/Student contract addresses attendance issues, it was felt that a written policy should be initiated for the school.*
- d. All FSA tests and "make-ups" have been completed.*
- e. The Field Day and Ice Cream Party on 5 May was a huge success. This event was initiated to thank the students for all their hard work.*
- f. The final Masterpiece Showcase is scheduled for 26 May 2017.*
- g. It was noted that the Extended Day Program is functioning extremely well with more students participating than anticipated during the budget preparation.*
- h. The staff has planned a "water party" for all students who attended the Extended Day Program throughout the year.*
- i. All parents were notified that the last day for the Extended Day Program is 30 May 2017.*
- j. It was noted that 26 May is an early release day.*
- k. The school will be closed on 29 May in celebration of Memorial Day.*
- l. The last day of the school year is: 31 May 2017.*

- m. "Back to School Day" is scheduled for 3 August 2017 with two sessions; 1:00 to 3:00 PM and 5:00 to 7:00 PM.*
 - n. The first day of school for students in the 2017-2018 school year is: Thursday, 10 August 2017.*
 - o. An update on the MSAS teacher structure for the next school year was presented by Mr. Ramsay. Mrs. Metz and Mr. LeBoulch will not be returning next year. Mrs. Striplin will move to her original position as hired; ESE Teacher. We have a male teacher for the lower grades math position and we will continue our search for a lower grades reading teacher.*
 - p. Mr. Brand made a motion; seconded by Mr. Gregory and carried, to accept the Principal's Report as presented.*
- 5. TEACHER LIAISON REPORT: Ms. Gregory was not in attendance for this meeting and there was no report.**
- 6. PARENT LIAISON: Mrs. Nunes advised that there was not report at this time.**
- 7. OLD BUSINESS:**
- a. In accordance with a request from the Board of Directors during the last meeting, a Parent Problem Solving Policy was revised and written for publication. Upon presentation to the Board, Mr. Brand moved that the policy be approved, which was seconded by Ms. Hurt and unanimously carried.*
 - b. Mr. Ramsay presented a budget summary reflecting 2016-2017 actuals and the 2016-2017 approved budget with proposed budget for 2017-2018. The board reviewed the proposed budget and a motion to accept the budget for 2017-2018 was made by Ms. Hurt; seconded by Mr. Gregory and carried.*
 - c. In regard to the supplies needed for the garden project, Lowes has offered a 40% discount for the purchase of a majority of the supplies required. The materials will be delivered on 16 and 17 May and will reflect our project expenses for these items to be below the \$2,000 approved by the Board of Directors.*
- 8. NEW BUSINESS:**
- a. The MSAS has more than 75% of existing students registered for free/reduced lunches, which under the Florida Statutes will reflect this school as a "Title One" school.*

- b. *We were notified that we will be receiving approximately \$22,500 in addition and separate from the Operating Account. These funds will be utilized for items to assist with parent communication. This funding will also allow the school to hire a Home/School Liaison to contact parents on a daily basis in regard to absenteeism and tardiness. All flyers and mailings to adequately communicate with parents (includes printing and postage) will be charged from this fund as well. In order to enhance the Science and Social Studies programs for the students, we will be able to add extra Chromebooks as well.*
 - c. *The “inetworks” project will total \$2,500. We plan to and will replace the old Sonic Wall and add three new wireless routers on campus.*
 - d. *The monthly fee for Sonic Wall, which is our internet security system, will be \$79.*
 - e. *The cost for the laptop cart and ten (10) Chromebooks will be approximately \$2,400.*
 - f. *Per our previous discussions, Mr. Ramsay is investigating the updating and beautification for the school utilizing funds that were set aside for R/M projects.*
 - g. *The entire office (reception area, workroom, hallways and the two offices) will be painted during the summer months. This project will cost \$3,800.*
 - h. *It was noted that the office areas as well as Room #10 will be re-carpeted. Some of the materials have already been donated to the school. The estimated cost for this project is \$3,200.*
 - i. *The well and sprinkler system needs immediate attention. A broken wire in the system was uncovered, which we believe is the reason we have been losing our grass. We hope this will correct the problem.*
 - j. *These items have all been discussed at previous meetings and Mr. Ramsay was asked by the Board to compile a list of immediate requirements and costs. Mr. Gregory made a motion; seconded by Mr. Walpole and carried, to accept and approve these expenditures to include updates to the school where needed.*
9. **ELECTION OF OFFICERS:** *Mr. Clark will continue as President, Ms. Hurt as VP and Mr. Brand as Secretary. Mrs. Nunes was elected by the parents to assume the position of Parent Liaison. Mr. Brand made a motion to elect Mr. Gregory as the Treasurer, which was seconded by Ms. Hurt and carried. Mr. Walpole will continue as a Director.*

MSAS BOARD OF DIRECTORS FOR 2017-2018

Randy Clark, President

Mary Hurt, VP

*Jim Brand, Secretary
Andy Gregory, Treasurer
Theresa Nunes, Parent Liaison/Director
Damen Walpole, Directort
Geena Gregory, Teacher Liaison*

10. GENERAL DISCUSSION:

- a. Mr. Ramsay reported to the Board that all teachers will be using Classroom Dojo next year. This program allows for immediate communication from teacher to parent as required. All teachers have been instructed to maintain a telephone log in addition to the log that will be placed in the work room. All communications are to be documented.*
- b. It was noted for the record that the changes that were implemented during the year to handle all finances have been efficient and we will continue this process next year.*

11. Mr. Gregory then made a motion to adjourn the meeting at 4:50 PM, seconded by Ms. Hurt and carried.

RANDY CLARK
President

JIM BRAND
Secretary

RICHARD RAMSAY
Principal

LINDA BRAND
Registrar/Recorder